

BYLAWS

Warren County 4-H Volunteer Leaders' Association

ARTICLE I: Name.

The name of this organization shall be Warren County 4-H Leaders' Association.

ARTICLE II: Purpose.

The purpose of this organization shall be the following:

1. To serve as the coordinating body for 4-H organizational, project, and/or activity leaders in Warren County.
2. To cooperate to the fullest extent with Extension personnel in planning, conducting, and evaluating 4-H programs, which will attract, involve, be of maximum benefit to and retain the interest of young people 4 to 19 years of age; regardless of race, color, religion, sex, age, national origin, handicap, or political affiliation.
3. To support Extension 4-H leader training programs for members of the Association designed to develop among them a better understanding of youth and basic concepts of 4-H and to foster the exchange of ideas, and gain greater knowledge, self-confidence, and leadership abilities among the members.
4. To participate in the activities of the Northern Virginia District 4-H Volunteer Leaders' Association and the Virginia Association of Adult Leaders, Inc.
5. To secure resources and community support for the Warren County 4-H program and to develop plans for financial support and budgeting.

ARTICLE III: Membership

Section 1. Membership. Any person regardless of race, color, religion, sex, age, national origin, handicap, or political affiliation who is registered in Warren County as a 4-H organizational, project, and/or activity leader recognized by the Virginia Cooperative Extension Service is a member of this Association. In addition, one 4-H member per club, as identified by each 4-H club, shall also be a voting member.

Section 2. Duties. Each member shall loyally and to the best of his or her ability support the Association and abide by the bylaws. In addition, each member shall cooperate to the fullest extent with the other members of the Association and with the Cooperative Extension Service in activities contributing to the accomplishments of the purpose of this Association.

Section 3. Attendance. Members must attend seventy-five percent (75%) of association meetings to have voting rights.

ARTICLE IV: Meetings.

Section 1. Regular Meetings. Unless otherwise ordered by the Executive Board, regular meetings of the Association shall be held the fourth Monday of each month. The specific time and place shall be determined by the Executive Board.

Section 2. Special Meetings. The Executive Board or President shall have the right to call a special meeting at any time.

Section 3. Notice. Notice of all meetings (regular or special) shall be publicized at least seven (7) days prior to the meeting.

Section 4. Quorum. A quorum shall consist of members present and voting at any duly called and publicized meeting of the membership. Two (2) members of the Executive Board shall be in attendance.

Section 5. Voting Rights. Voting member shall have only one (1) vote at all meetings of the Association on each question presented. Absentee voting will be permitted due to extenuating circumstances with prior notice given to the Extension staff. No proxy voting shall be permitted.

ARTICLE V: Dues.

There shall be no dues or fees in this Association.

ARTICLE VI: Officers and Terms of Office.

Section 1. Officers. The officers of this Association shall be a president, vice president, secretary, and treasurer.

Section 2. Executive Board. The duly elected officers of the Association, the unit representative, youth representative, the fair representative, and an Extension Agent from the local unit shall constitute and Executive Board which shall have general supervision of the Association and its affairs. The president of the Association shall serve as chairperson of the Executive Board.

Section 3. Eligibility of Officers. Any adult member of the Association shall be eligible for any office of this Association. The Extension Agent shall be the person designated by the Northern District Extension Office.

Section 4. Election. All officers of the Association shall be elected by the eligible voting members at the September meeting. Any candidate for any office nominated from the floor, must be present at that meeting.

Section 5. Terms of Office. The officers shall assume their duties October 1st. The officers shall be elected for a term of one (1) year or until their successors are duly elected, unless they are earlier removed by death, resignation, relocation out of the unit, or for cause. No officer shall be eligible to serve in the same office for more than two (2) full terms in succession.

Section 6. Vacancies. When a vacancy occurs in any office, other than by expiration of term the vacancy shall be filled by election at the next regular meeting of the Association for the duration of the unexpired term.

Section 7. Youth Representative. At the annual fall officer training, the top four (4) officers of each club present shall elect, by majority vote, one of the club representatives to serve on the Executive Board. This individual shall have the same term of office, privileges, and responsibilities as the Association's officers.

ARTICLE VII: Duties of Officers.

Section 1: President. The president shall preside at all meetings of the Association and of the Executive Board. The president shall have the power to call meetings of the Executive Board and special meetings of the Association; and shall be responsible for all administrative functions of the Association.

Section 2: Vice President. The vice president shall assist the president in carrying out the duties of that office and shall serve on the Executive Board. The vice president shall perform the duties of the president in the absence of the president.

Section 3: Secretary. The secretary shall serve as a member of the Executive Board and shall keep complete records of the proceedings of all meetings of the Executive Board and of the Association. The secretary shall provide copies of the minutes of the previous Association meeting to all members of the Association present at the next regular meeting. The secretary is also responsible for the correspondence of the Association.

Section 4: Treasurer. The treasurer shall serve as a member of the Executive Board; have custody and keep an accurate record of all moneys and securities of the Association; and shall supervise the collection, deposit, and disbursement of the funds subject to the direction and approval of the Association. The treasurer shall provide copies of the treasurer's report to all members of the Association present at regular Association meetings. The treasurer shall submit the books on November first for an annual audit.

Section 5: Extension Agent. The Extension Agent shall serve as a non-voting member of the Executive Board and will be responsible for coordinating the activities of the Association with those of Virginia Cooperative Extension (State and Northern District levels), Virginia Polytechnic Institute and State University, and Virginia State University.

ARTICLE VIII: Unit Representatives.

Section 1. Member. This Association shall elect two (2) unit representatives who shall serve as voting delegates to District and State meetings of the Virginia Association of Adult 4-H Volunteer Leaders, Inc.

Section 2. Qualifications. Any adult member of the Association who has the time, resources and transportation necessary to attend the District and State meetings of the Virginia Association of Adult 4-H Volunteer Leaders, Inc. shall be eligible for this position.

Section 3. Election. The unit representatives shall be elected at the September meeting of the Association. Each representative must be a registered leader from a different club. Each representative shall serve a two (2) year term of office, except that initially one (1) of the representatives shall serve a one (1) year term of office so that only one (1) representative is elected annually.

Section 4. Duties. The unit representative shall have the duty to be acquainted with the needs and concerns of the members of this Association. The unit representative shall study all materials sent by the Virginia Association of Adult 4-H Volunteer Leaders, Inc. and respond as requested. It is also the duty of the unit representatives to attend all district and state meetings of the Virginia Association of Adult 4-H Volunteer Leaders, Inc. or to make arrangements for the alternate to attend. Unit representatives shall also serve as members of the Executive Board.

Section 5. Alternates. One (1) alternate shall be elected annually at the September meeting for a term of one (1) year. The alternate must be a registered leader from a different club than either unit representative. The alternate shall attend and vote at District and State meetings of the Virginia Association of Adult 4-H Volunteer Leaders, Inc. in the absence of either unit representative.

Section 6. Vacancies. In case of death, resignation, or relocation from the unit, or removal for cause the vacancy shall be filled by election at the next regular meeting of the Association for the duration of the unexpired term.

ARTICLE IX. Fair Representative.

Section 1. Member. This Association shall elect one (1) Fair Representative who shall serve as a voting member of the Warren County Fair Association.

Section 2. Qualifications. Any adult member of the Association, who has the time, resources, and transportation necessary to attend the meetings of the Warren County Fair Association, shall be eligible for this position.

Section 3. Election. The fair representative shall be elected at the September meeting of the Association for a term of one (1) year.

Section 4. Duties. The fair representative shall have the duty to be acquainted with the needs and concerns of the members of this Association. The fair representative shall study all materials sent by the Warren County Fair Association. It is the duty of the fair representative to attend the meetings of the Warren County Fair Association. Fair representatives shall report back to the Association at each regular meeting. The fair representative shall also serve as a member of the Executive Board.

Section 5. Vacancies. In case of death, resignation, relocation from the unit, or removal for cause, the vacancy shall be filled by election at the next regular meeting of the Association for the duration of the unexpired term.

ARTICLE X: Standing Committees.

Section 1. Nominating Committee. The nominating committee shall consist of a chairperson and two (2) members of the Association. They shall be appointed by the president no later than at the July meeting of the Association and shall each be from a different club. The nominating committee shall present a slate of at least one (1) member to fill each vacancy occurring by expiration of term of office. Nominees shall be selected on the basis of their qualifications and eligibility for office. The slate of officers shall be presented and voted on at the September membership meeting.

Section 2. Budget Committee. The budget committee shall consist of the members of the newly elected Executive Board. The President of the Warren County 4-H Leaders' Association shall serve as a chairperson. The purpose of this committee shall be to develop a budget for the Association for the fiscal year January 1 through December 31. The proposed budget shall be presented and voted on at the November meeting of the Association.

ARTICLE XI: Other Committees

Sections 1. Committee Appointments. The president, after consulting with the Executive Board, shall appoint all other committees.

Section 2. Eligibility of Committee Chairpersons. Only adult members of the Association are eligible to serve as committee chairpersons. The president shall appoint the chairperson for a one (1) year term or until the end of the current administration. No chairperson shall be eligible to serve for more than two (2) full years in succession.

Section 3. Eligibility of Committee Members. Any 4-H member, 4-H Leader, or other interested individual shall be eligible to serve as committee member. The president shall appoint all committee members for a one (1) year term or until the end of the current administration. Members shall not serve on the same committee for more than three (3) full years in succession. No committee shall have more than two (2) members, including the chairperson, from the same club.

Section 4. Duties. Each committee shall be provided with guidelines, including purpose, goals and deadlines.

Section 5. Reporting. All committees shall appoint a recorder, who shall keep written minutes of each meeting with copies to be filed with the president, secretary, and Extension Agent. It shall be the responsibility of the committee chairperson to keep the Executive Board informed of the committee's progress.

ARTICLE XII: Amendments.

Amendments to the bylaws may be made at any regular or special meeting of the Association by a two-third (2/3) vote of those members present and voting provided the purpose amendment was submitted in writing to the membership at least seven (7) days prior to the date of the meeting.

ARTILCLE XIII: Parliamentary Procedure.

The current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the Association not otherwise specified in the bylaws.

Accepted and Approved by Association Members August, 2010